

5507 - POLICE RECORDS MANAGER

NATURE OF WORK

This is highly responsible, technical, and supervisory work in the storage, maintenance, and retrieval of Police Department records and files, utilizing computerized systems. An employee in this classification will have the responsibility of overall unit management and developing and implementing records management procedures for the efficient utilization of the unit. Additional responsibilities include maintaining control over computerized equipment utilized in the preparation of various activity reports.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Plans development and implementation of records management procedures intended to standardize filing, protecting, and retrieving records, reports, and other information contained on paper, microfilm, computer programs, or other media.

Coordinates and directs through subordinate supervisor, activities of the unit involved with Police records management and supporting technical, clerical and other services.

Examines and evaluates records management systems to develop new or improve existing methods for efficient handling, protecting, and disposing of records according to department policy and legal requirements.

Develops, evaluates, and revises unit's standard operating procedures and training manuals.

Represents the department at various legal proceedings regarding records and reports maintained within the Unit; acts as Office Records Custodian.

Prepares the unit's annual budget.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of data processing and transmission principles utilized in computerized information systems.

Considerable knowledge of County, State and Federal criminal justice information systems.

Considerable knowledge of police and legal terminology as applied to criminal charges, and of the legal requirements involved in the maintenance, deletion, and sealing of police criminal records and reports.

Considerable knowledge of applicable federal, state, and local laws, ordinances, and regulations.

Knowledge of court systems as to jurisdiction on specific charges and jail booking procedures.

Knowledge of effective organizational principles, procedures, and practices.

Ability to analyze, evaluate and resolve problems effectively.

Ability to prepare meaningful and informative special and regular reports, as required.

Ability to communicate effectively, both verbally and in writing.

Ability to develop methods and train subordinates in the operation and use of police data terminals and computerized equipment.

Ability to make prompt decisions in accordance with departmental rules and regulations.

Ability to establish and maintain effective working relationships with subordinates, other employees and officials, the general public, and representatives of other law enforcement agencies.

MINIMUM REQUIREMENTS

Considerable experience in computerized and manual record keeping including supervisory experience. Experience must include development of records management procedures for compliance with governmental reporting requirements.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, or pulling.

SUPERVISION RECEIVED

General and specific assignments are received from and reviewed by an administrative superior; work is performed with little direct supervision and with considerable latitude for use of independent judgment. Work is reviewed for conformity with established administrative and departmental policies and standards.

SUPERVISION EXERCISED

Supervises and is held accountable for the work activities of subordinate technical, paraprofessional, and clerical personnel.

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